

April 5, 2001

To All Interested Parties:

**REQUEST FOR PROPOSAL (RFP) NUMBER DE-RP05-01OR22864, INFORMATION TECHNOLOGY SUPPORT SERVICES**

You are invited to submit a proposal in accordance with the requirements for RFP DE-RP05-01OR22864 entitled Information Technology Support Services. The U. S. Department of Energy (DOE) Oak Ridge Operations (ORO) invites proposals for contractor performance of information technology support services to assist the DOE-ORO Information Resources Management Division in accomplishing its information management responsibilities. A detailed description of the work to be performed is set forth in Part I, Section C, of the RFP. This acquisition is set aside for 8(a) certified firms only, under NAICS Code 541519, Size Standard \$18.0 million.

This RFP does not commit the Government to pay any cost for the preparation and submission of proposals. The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed acquisition.

Your original proposal (Volumes I, II, and III) and seven copies must be received by the undersigned before 4:00 P.M., local prevailing time, on May 7, 2001, at the address listed below:

U. S. Department of Energy  
Oak Ridge Operations Office  
Procurement and Contracts Division  
ATTN: Karen Shears, Ground Floor  
P. O. Box 2001, 200 Administration Road  
Oak Ridge, Tennessee, 37830

Proposals may be delivered by hand to Karen Shears by the time specified. Ample time should be provided for timely delivery of proposals. The provisions of FAR 52.215-1 in Section L will apply to late proposals.

Offerors should allow 180 calendar days from the date of their proposal for acceptance thereof by the Government. Award is expected to be made without discussions so initial proposals should contain the best offer in terms of price and technical standpoints.

Proposals will be evaluated by a Source Evaluation Panel. The Source Evaluation Panel will submit its findings to a Source Selection Official for final selection. Proposals will be evaluated in accordance with the specific evaluation criteria delineated in Part IV, Section M, of the RFP and all applicable Federal and DOE acquisition policies and procedures. Reference materials and a copy of the current contract are located in the Public Reading Room located at 230 Warehouse Road, Suite 300, in Oak Ridge, TN.

The contract will have a period of performance not to exceed five years consisting of a two-year base period and three one-year option periods. It is anticipated that one indefinite delivery-indefinite quantity fixed-unit rate task order contract will result from this solicitation, and the contract provided herein is based on that contract type. The contract is expected to be awarded in August 2001.

The performance-based statement of work, located in Section C of the RFP includes performance objectives and measures for each objective. The Government Quality Assurance Surveillance Plan is provided on our website to provide Offerors information on the Government's surveillance

method of monitoring Contractor performance for each of the objectives listed in the performance-based statement of work.

The proposed contract anticipates the possible need for use and management of classified data. Therefore, security clearances will be required in some cases, and it will be necessary to submit information regarding Foreign Ownership, Control, or Influence over contractors as discussed in Section K of the RFP. It is not necessary for Offerors to have cleared personnel to be considered for award. Necessary security clearances will be initiated at the time of award.

The Government will provide site tours on April 16, 2001, April 17, 2001, and April 20, 2001. Tours on April 16 and April 20 will begin at 10:30 AM and 2:00 P.M. Tours on April 17, 2001, will begin at 10:30 AM and 1:00 PM. All attendees must bring photo identification, i.e., driver's license, military identification, or passport on the day of tour. The tour is expected to last approximately 45 minutes. The number of attendees is limited to no more than two attendees from each Offeror for the site tours. Additional tours may be offered each day depending on the number of people registering. Contact Gwen Senviel, 865-241-9210 to reserve a specific tour then submit the "IT Support Services Solicitation (DE-RP05-01OR22864) Site Tour Attendee Information" form available at [http://www.oro.doe.gov/procurement/cur\\_sol.html](http://www.oro.doe.gov/procurement/cur_sol.html) along with a copy of photo identification no later than April 11, 2001. Non-U.S. citizens must submit this form, a copy of photo identification and the "Notification of Foreign Visitor" form (available on the above web site) no later than April 9, 2001. Offerors should confirm DOE receipt of all forms associated with the site tour. For additional information regarding the site tour, please refer to provision L.7 in Section L of this RFP.

All requests for explanation or interpretation of any part of this RFP must be submitted in writing to the Contract Specialist. In order to allow adequate time for all prospective Offerors to review the questions and answers before the submission of offers, your written questions must be received by the Contract Specialist by April 23, 2001. Questions will be answered in writing with copies of both the questions and the answers supplied with no reference to the original sources. The Government reserves the right not to respond to any questions submitted in person, by telephone, or after April 23, 2001. Any amendments to this solicitation will be provided on the Internet at [http://www.oro.doe.gov/procurement/cur\\_sol.html](http://www.oro.doe.gov/procurement/cur_sol.html). It is the responsibility of the Offeror to routinely examine the web site for any amendments that may be issued. Other information, including questions and answers and site tour details, as well as any other relevant information relating to this procurement will also be posted on the web site.

Please thoroughly read this solicitation. Complete and return the Intention to Propose form in Section L by April 25, 2001.

Sincerely,

Karen S. Shears  
Contract Specialist  
Environmental Acquisitions Branch  
Procurement and Contracts Division